



**CENTRO LA FAMILIA**  
ADVOCACY SERVICES  
**FAMILY SUPPORT CENTER**

**JOB DESCRIPTION**

**Position Title:** Home Visitor  
**Department:** Family Strengthening  
**FTE Classification:** 37.5 hours/week, FTE Non-Exempt  
**Report To:** Department Manager  
**Location:** Fresno County

**Job Announcement:** Centro La Familia Advocacy Services is seeking a qualified candidate to implement its Fortaleciendo Familias (Strengthening Families) home visitation program. The program focuses on providing home visitation services to parents in rural communities who have children that are 0-5 years of age. The goal is to promote and facilitate services that address the diverse needs of children and families at risk, including child health, mental health, welfare, and education, thus helping to ensure that children and families can reach their full potential. The program utilizes the evidence-based AVANCE curriculum. This position is funded by First 5 Fresno County

**Position Summary:** Home Visitor will conduct home visits to families in the rural communities of Huron and Mendota. Parents and children will be engaged in curriculum lessons that promote parenting education, child development, and well-being. Home visitors will follow a developed schedule for service delivery and work to meet family's needs. Services will be delivered in a culturally sensitive and linguistically appropriate manner.

**Qualifications**

Candidate must possess excellent written and verbal communication, ability to follow-through, and be detail-oriented. Candidate must be organized, professional, and able to work in a fast-paced, multi-faceted environment. Candidate must be proficient in the use of technology to collect, analyze and manage program data as well as computer literate in Windows platform; proficient in Microsoft Word, Excel and Google Applications. Candidate must possess the ability to maintain good recordkeeping and documentation, good presentation skills, and have the capacity to be self-motivated. It is mandatory to meet employment eligibility requirements as established by the program's funding agency.

**Minimum Education:** Bachelor Degree (BS/BA) in Social Work, Child Development or equivalent units.

**Minimum Experience:** Minimum two-years experience in home visitation/parent education program. Knowledgeable in family home visitation, parent infant toddler care and close relationship. Work experience in rural community and the ability implement developmentally appropriate lesson plans and curriculum.

## **Essential Job Responsibilities**

### **Program Functions:**

- Bilingual/Bicultural.
- Ability to work with underserved and marginalized families.
- Responsible for implementation of bi-weekly home visitation services to eligible families utilizing the AVACE Parenting Education curriculum.
- Work to help parents understand the critical role they play in their child's development.
- Possess a pleasant, friendly, easy-going personality that parents can feel comfortable with.
- Have keen observation skills with the ability to pick-up on body language, and culturally sensitive to social subtleties, relationships, interaction styles and local community values and mores.
- Completes required documentation and information such as participant registration/intake, sign-in attendance forms, monthly reports and "case management" files.
- Implements parent education activities: parent lessons, toy making, and child development.
- Makes observations and writes notes of parents teaching the child to use the toy.
- Implements a learning guide sheet of activities and objectives for each toy.
- Schedules and coordinates appointments and activities with parents in the program.
- Works to identify the needs parents have in regards to their children, their families, and them self and address these needs.
- Conducts referrals as needed and links parents to community resources.
- Works to coordinate quarterly parent education groups.
- Participate in the planning and implementation of agency/department events.
- Develop realistic action plans realizing time constraints and resource availability, ability to build high morale and commitment to goals and objectives.
- Provide presentations as needed for outreach and education.
- Ability to take lead on projects as assigned.
- Ability to convey positive energy in individual and group settings.

### **Reporting & Recording Keeping:**

- Utilize data collection methods to document program activities for reporting.
- Keep accurate, confidential client case files following CLFA's established case file protocols and policies.
- Keep accurate, current records of participant demographics.
- Maintain event summary and quarterly report records in required reporting system.
- Document the timely completion of contractual goals and objectives, including internal and external reports.
- Use tools to document and track program/campaign progress, including: sign in sheets, demographic forms, pre/posttests, assessment outcomes and updates on social media, etc.

**High Quality Relationships:**

- Maintain consistent contact with clients, collaborative partners, and CLFA staff.
- Follow through with clients and collaborative partners to achieve desired outcomes.
- Develop a sense of belonging and teamwork among CLFA staff and collaborative partners.
- Encourage identification of potential clients.

**Working Environment****Working Conditions (travel/weekend):**

- Evening and weekend hours as needed.
- Maintaining a flexible schedule to achieve program deliverables required.

**Physical Effort:**

- This position will require occasionally lifting and hauling of boxes weighing 5-25 lbs.
- This position will require typing for several hours a day.
- This position will require occasional extended periods of sitting and/or standing.

**Environmental Conditions:**

- This position will require traveling throughout the County of Fresno to attend meetings and gatherings.
- This position may occasionally be subject to outdoor conditions necessary to achieve program deliverables.

**Other Responsibilities:**

- Other duties as needed
- Good telephone etiquette
- Transportation and valid driver's license
- Department of Justice finger print clearance
- Mandated child abuse training
- References must be submitted

**Please apply in person at:** 302 Fresno Street, Suite 102 Fresno, CA 93706